



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Public Information and Education

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Address Index File

CUTOFF:EOCY

DESCRIPTION: Database containing e-mail addresses for statewide media outlets. Hard copy booklets contain media addresses and phone numbers.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21442

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Educational Brochures

CUTOFF:WSO

DESCRIPTION: Informational brochures produced and published by the Patrol. Brochures are reviewed annually and updated when necessary. A copy will be sent to the Missouri State Archives.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21446

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: I.D. Card File - SHP-531

CUTOFF:EOCY

DESCRIPTION: Form request for ID card from Highway Patrol employees and retirees. Contains employee or spouse information.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21441

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Public Information and Education

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: MSHP Historical Records

CUTOFF:EOCY

DESCRIPTION: Written history of the Patrol (kept electronically), newspaper clippings, and Agency photos. A copy will be sent to the Missouri State Archives.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21444

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: News Releases

CUTOFF:EOCY

DESCRIPTION: Copies of all (General Headquarters and Troops) News Releases issued by the Missouri State Highway Patrol and sent to media outlets. A copy will be sent to the Missouri State Archives.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21443

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Press Card File

CUTOFF:EOCY

DESCRIPTION: Completed applications for obtaining a Missouri State Highway Patrol Press Card. Applications are index card sized and contain applicant and employer information. Only good for one year then must be renewed.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21440

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Public Information and Education

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Public Information and Education Activity Reports

CUTOFF: EOSFY

DESCRIPTION: An electronic report of all Public Information and Education Activity throughout the state. This report captures detailed information for programs and displays. Maintained for Patrol statistics as well as for Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) information. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21447

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Publications

CUTOFF: EOCY

DESCRIPTION: Annual Reports, Patrol News, Year Books - publications in booklet forms that include information specific to the Patrol. A copy will be sent to the Missouri State Archives.

RETENTION: Years: Months: Days:

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 21445

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Requests for Artwork - SHP-706

CUTOFF: EOSFY

DESCRIPTION: Completed Request for Artwork forms for which time and cost are allocated. Form contains detailed information for each project, including time and cost information. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21448

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007